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ABSTRACT

A multiagency project designed a program to train participants to become licensed family day care home operators. Participant recruitment was conducted by means of a flyer, advertisements in the help wanted section, community service announcements, press releases, and notices to the high schools. The program recruited 43 potential family day care providers. After a self- and home-assessment, 35 family day care providers. received the training program, which included both instruction in the basics of licensing, home preparation, marketing, parent contracts, budget and recordkeeping, marketing, child development, health and nutrition, positive discipline, and community resources and coaching in the family day care home setting. The training program was an 8-week course that met once a week for 3 hours in the morning. Seven trained participants received revolving loan funds for home preparations. Student evaluations completed during the last class were generally very positive. Three- and 6-month follow-ups indicated that 11 participants succeeded in opening their family day care home businesses. (Course materials provided to participants as well as loan application materials are included.) (YLB)

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Abstract

FY 1989 COPERATIVE DEMONSTRATION PROGRAM (CFDA No. 84.199A)

AWARD NUMBER	V199A90176
PROGRAM	Cooperative Demonstration Program
FUNDING AGENCY	Office of Voacational and Adult Education U.S. Department of Education
RECIPIENT	Napa County Entreprenurial Child Care Training Grant 1611 Muller Drive Napa, Ca. 94559
CONTACT PERSON	Beth Chamberlain, Project Director (707) 253-0965
PROJECT TITLE	Entreprenurial Child Care Training
FUNDS	Federal -- 47,317 Non-Federal -- $15,328
AWARD PERIOD	January 1,1989 -- June 30,1990
TARGET POPULATION	Handicapped, Disadvantaged, Single Parents, Homemakers in need of training.

PURPOSE/OBJECTIVES
The purpose of this project is to design a training program for participants to successfully become licensed family day care home operators. This project will not only advance the target groups establishing their own economically viable entrepreneurial venture in family day care, but will also provide a model to address the shortage of trained child care providers. By focussing attention on the need for training and support of family day care providers, this project is addressing a national need.

PROCEDURES
The training program recruited 43 potential family day care providers from the target groups. After a self and home assessment, 35 family day care providers received the training program which includes both instruction in the basics of licensing, home preparation, marketing, parent contracts, budget and record keeping, marketing, child development, health and nutrition, positive discipline and community resources and coaching in the family day care home setting. Seven trained participants received revolving loan funds for home prepartions.
Eleven particpants succeeded in opening their family day care home businesses . All of those in business have been full after the first 3 months.

OUTCOME/RESULTS/PRODUCTS
This model program design was deseminated at six major conferences as well as through the following clearinghouses: California State Department of Education VOICE, California Child Care Network Resource Bank, National Assoiciation for the Education of Young Children Resource Bank, ERIC and the National Network for Curriculum Coordination.

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Introduction

In 1989, the Employment Training Office of Napa County was awarded a $47,317 grant for an eighteen month training program, the Cooperative Demonstration Program-Entrepreneurial Child Care Training by the U.S. Department of Education.

The purpose of this project was to design and start a training program for participants to successfully become licensed family day care home operators. The Employment Training Office worked in conjunction with the Napa County Office of Education for the training component, the local child care resource and referral agency(C.R.C.) for the recruitment component and the local housing development agency for the revolving loan component of the program.

The project was completed in May 1990. Out of the 43 students enrolled, 35 completed the training program and filled out licensing applications. Eleven of those are currently operating family day care homes. The recruitment, training and loan programs have been institutionalized with the local agencies and the program is continuing this Fall of 1990.

This project is the first operating family day care self employment program funded by the United States Department of Education.

We hope this manual will make it possible for other agencies to replicate all or a portion this project to enhance child care training in their area.

Child Care Entreprenuerial Training Grant
V199A90176
Management Plan and Timeline 89-90

	Start-up			Cycle 1			Cycle 2			Cycle 3			Follow-up		
	J	F	M 89	A	M	J89	S	O	N 89	J	F	M 90	A	M	J90
1. Hire Project Director	x														
Order Training Materials		x	x												
Finalize curriculum			x												
Develop fieldwork sites			x												
Interagency co-ordination			x												
including class site, child care			x												
component.															
2. Initate resource development				x			x			x					
including revolving loan.				x	x	x	x			x					
recruitment activities.				x			x			x					
flyers, mailings, press releases.				x			x			x					
speaking to Licensing Orientations				x			x			x					
and GAIN introduction workshops				x			x			x					
3. Training including classwork,				x	x			x	x		x	x			
on-site laboratory, and															
field work															
4. Loan and follow-up work						x			x			x			
including licensing reports															
5. Conduct project evaluation						x			x			x	x		
activities															
90 day follow up								x			x				x
180 day follow up											x				x
6. Dissemination Activities															
AVA Conference									x						
NVAEYC "									x						
CVAEYC "													x		
CCCNetwork "								x							
2 Others													x		
2 Articles													x		
Resource Bank Distribution															
VOICE													x		
NNCCVTE													x		
CCCNetwork													x		
NVAEYC													x		

BC/6-89

Participant Recruitment

Participant recruitment was a multi-agency effort. The ETO (Employment Training Office) developed the enclosed flyer and mailed it out in over 1,000 AFDC warrants preceding the class. The caseworkers were also notified about the program. In addition the ROP (Regional Occupation Program) included the class in a flyer that went out to all Napa County residents. Even more effective, the ROP also advertised in the Help Wanted section of the newspaper. Community service announcements, press releases and notices to the high schools were also done by ROP. CRC (Community Resources for Children the local child care resource and referral agency) included the class information at the licensing orientation meetings. This was an already motivated group and a major source of successful recruits. CRC also had a new grant to do community recruitment and training during this grant's 2nd and 3rd cycle so this class was mentioned in many CRC community outreach efforts including a newsletter that went out to all already licensed providers. And finally in later cycles, there was word of mouth from former students.

The second stage of the recruitment effort was to have the instructor talk to the students before class registration. This was a pre-screening effort, and although it was time consuming, it was the kind of one-on-one effort that was necessary. The follow-up letter including a map and a course description was a good reinforcement to the phone conversation. There were 43 recruits in the three class cycles exceeding the 35 goal set by the grant proposal. The number of recruits increased during each cycle, suggesting the increase in word of mouth.

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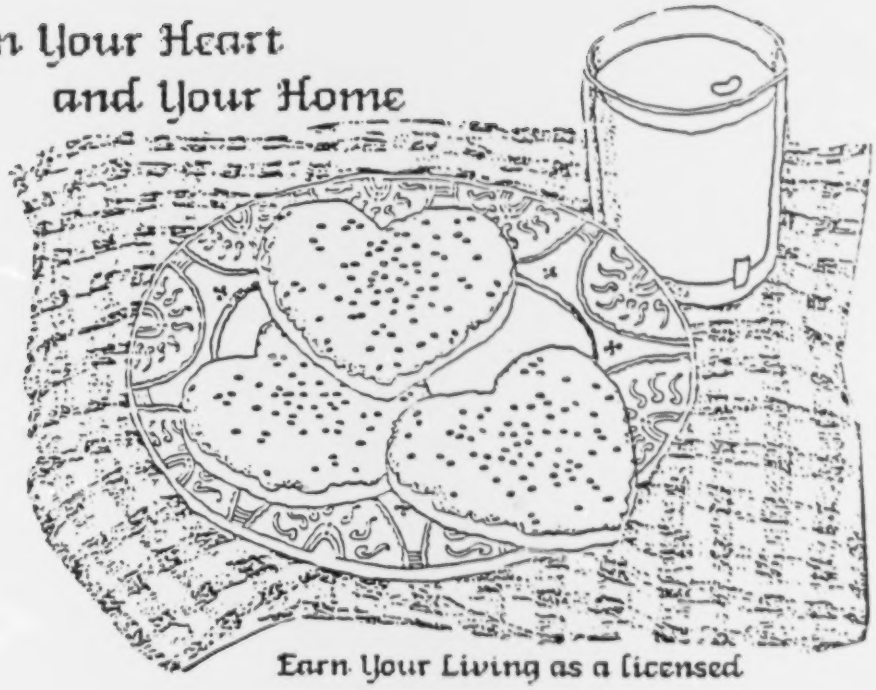
Open Your Heart and Your Home



Earn Your Living as a licensed

Family Day Care

Provider... We'll show you how!

If you.. Need a job but wish you could stay home with your children?
Have trouble finding and affording quality child care?
Dream of owning your own business and feeling independent?

Then: The Napa County Regional Occupation Program and the Private Industry Council/ Employment Training Office is offering you

** Free Training for 8 weeks, 5 days a week starting September 27th
Class is 9-12 Weds at Methodist Church plus 12 hours/wk fieldwork
** Low interest loans for eligible start up costs
** Assistance with the licensing process
**Stipend for AFDC trainee's child care and transportation expenses

Sound like the perfect job for you?
Call 253-4291 for information and application?
Ask for Beth.

Funded through a grant from the U.S. Department of Education

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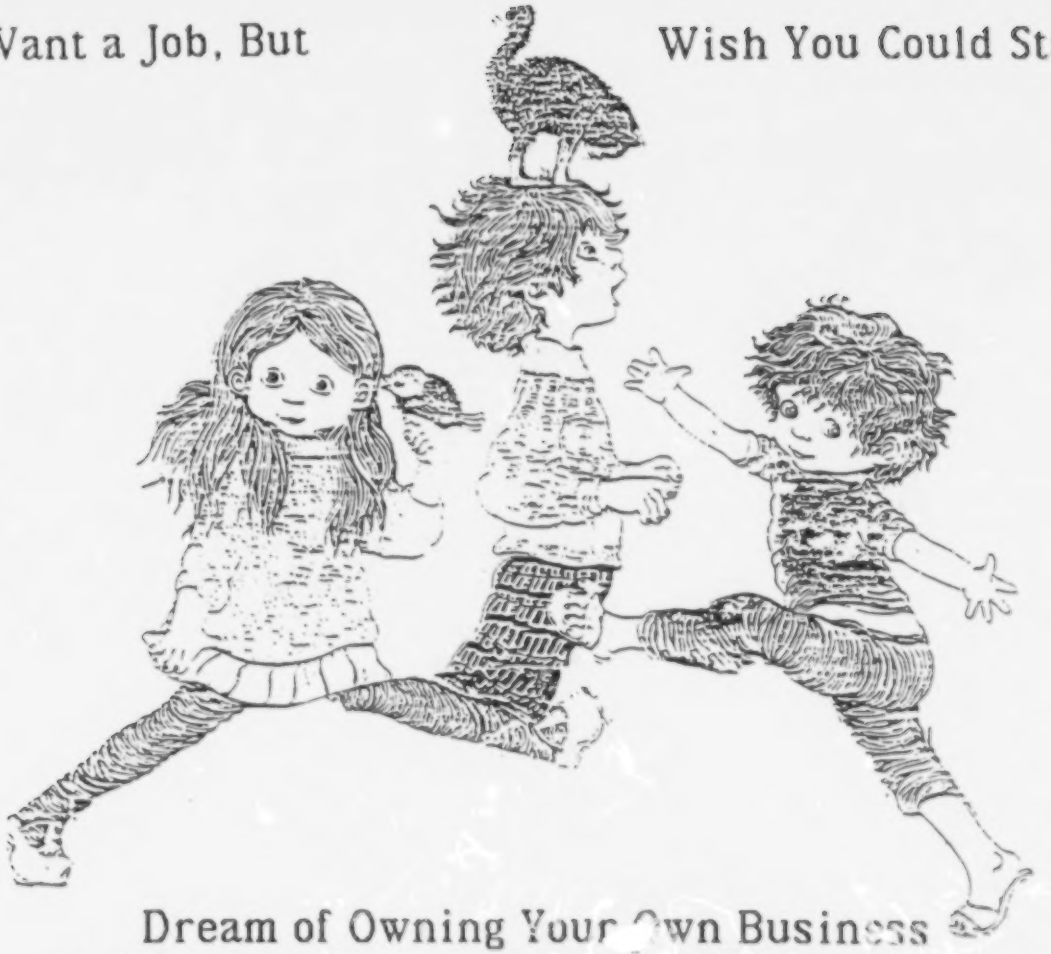
Want a Job, But Wish You Could Stay Home?



Dream of Owning Your Own Business
and Feeling Independent and Self-Sufficient?

Open Your Heart and Your Home
Earn Your Living With a Family Day Care License
We'll Show You How:

* 8 week Training Course
* Wednesdays, 9:00 am - 12:00 pm
* Plus 12 Hours of Field Placement in a Licensed Home

No Cost Training Through the Regional Occupational Program,
in cooperation with the Napa County Private Industry Council
Assistance with the State Licensing Process
Early Childhood College Credit Available
On-Site Child Care Provided, by Arrangement
Low Interest Start-up Loans Available for Qualified Applicants
Funded by a Grant from the U.S. Department of Education

Sound Like the Perfect Job For You?
The Next Class Begins January 31, 1990
Call (707) 253-4291 and ask for Beth C.

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Family Day Care Training Class
Pre-Registration Self Assessment

Personal Requirements

___ 18 years old
___ Criminal Fingerprint Clearance
___ T.B. Clearance
___ Must live in home where care is being given

Desirable Personal Qualifications

___ Good health and high energy level
___ Likes to be at home
___ Enjoys children as they are and can displine kindly and well
___ Good commonsense and can handle emergencies
___ Can organize paperwork
___ Can tolerate messy house

*Home Requirements**

___ All home residents can pass criminal fingerprint clearance
___ Landlord approval to do child care
___ Proper heating and ventilation
___ Working electricity, sewage, running water and hot water heater
___ Adequate area downstairs for children (Only schoolage children programs can be upstairs.)
___ Adequate safe outdoor play area, preferably fenced.
___ Fireplace or open heater screen.
___ Working phone
___ Smoke Detector or Fire extinguisher
___ Stair barricade
___ Locked cabinet for poisons, firearms, and other hazards
___ Bodies of water (pool, creek,well) fenced off.

Desirable Home Qualifications

___ Room for children to wash up,eat, nap and play.
___ Home residents supportive of family day care
___ Limited amount of adults coming and going from house
___ Room for enough play equipment, toys and materials

*There are limited loan funds available to meet these requirements.

Potential Income Worksheet

If **no** children 12 or under at home:

$65/wk. full time care

x 6 Number of paid children (Your own children at home under 12 count as part of the 6 children allowed)

$390/wk

x52 wks in a year

$20,280 Total Gross

- 1,050 Expenses

$19,230 Net Income -Taxes

If **1** child 12 years or under at home:

$65/wk

x 5 Paid Children

$325

x52 wks in a year

$16,900 Gross

- 1,050 Expenses

15,850 Net Income - Taxes

If **2** children 12 years or under at home:

$65/wk

X 4 Paid Children

$260

x52 wks in a year

$13520 Gross

- 1050 Expenses

$12,470 Net Income- Taxes

Sample Expenses

Supplies $750

Insurance $300

$1,050

Sample Net Income $12470

Shared living and business expenses

Rent $6,000

Phone$ 480

$6,480 50% Tax Deductible $3,240

Net Income $12,470-Tax Deductions $3,240= Taxable income $9230

Remember in working outside home ,unless you receive a child care subsidy ,it costs $3380/child that needs to be deducted from your income.

January 2, 1990

Dear

Thank you for your interest in the family day care training.

The 8 week class starts up January 31st. The first class is Wednesday, January 31 from 9-12 in the Kasagwa Room at the United Methodist Church. (A map is enclosed.) This is a Regional Occupation Program (ROP) class and there is no charge. You can register at the first class meeting. There is also a reguired field placement of 12 hours so you can get some field experience doing licensed child care and also contacts.

Enclosed you will find the class schedule. If you need child care at the class site, you will need to call before Jan 24th to the Employment Training Office at 253-4291. Please leave the names and ages of the children as well as your name and number.

This is a new program started by a federal grant. There will be a start up loan available to those in the class who meet the income guidelines. You can borrow up to $2,000 to pay for supplies, insurance, fencing etc. There is a 6 month grace period and then you have 3 years to pay. (The largest monthly payment would be $50 per month.) This class also counts toward Early Childhood units at Napa Valley College.

If you have any questions before class starts, you can call me at 253-0965. I look forward to meeting with you.

Sincerely,

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Training

The training program was an 8 week course that met once a week for three hours. The course was held for 3 hours in the morning from 9 am to 12 noon. Free child care was provided on-site with a reservation. Children's equipment and toys were provided free from the Community Resources for Children toy library. The child care was provided by an ROP sponsored aide that had training and experience through the Napa County Schools children's center programs. For some successful participants, this child care was essential because they had not left their child before. It also provided a laboratory situation for some of the activities discussed in class.

The class was held in a large room at a local church. This church houses many secular programs from the College to Girl Scouts, exercise classes to china painting. The site was community based in order to downplay the academic associations that many potential providers find intimidating. Easy access and parking were also important.

A vocational education instructor in child care and employment training consultant who was done extensive work with low income groups and is credentialed in adult education and high school taught the class. Guest speakers were brought in for nutrition and business. A video was shown on child abuse reporting and the infant environment. Hands-on experience with activities, and role plays were part of every class.

Students ranged in age from 18 to 60. There was one male and the rest were females. The academic background of the students ranged from special education to college graduates with most being high school graduates. It was a cultural diverse group for this area and Limited English Speaking ability was a problem for several students. With such a group, most assignments were either demonstration or oral response, with optional reading and writing assignments.

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Instructor Beth Chamberlain 253-0965
Child Care Available with Advance Reservations
Practicum: Additional 12 Hours Placement Required

January 31	**Introduction to Class** - Self assessment assignment: Home evaluation and preparation.
February 7	**Site Preparation and Planning** - Equipment, curriculum and sample day. Assignment: Field observation and placement set-up. Read pages 13-22 and 243-248. Home layout, T.B., and fingerprinting for licensing. Field placement assignment: Observation visit and placement set-up. Attend orientation on Friday, February 9, 10 a.m. to 12 noon, 703 Jefferson St.
February 14	**Licensing Process** - Application, regulations and policies. Assignment: Review of application forms, video on child abuse reporting. Read pages 25-31. Field placement assignment: Set-up.
February 21	**Working with Children** - Ages and stages, positive discipline, activities and needs of children by age group. Reading: pages 249-317. Field placement assignment: Positive discipline situation.
February 28	**Nutrition, Health, and Safety** - Child care food program information. Diana Short, guest speaker. Reading: Emergency Procedures, First Aid, pages 149-206E, Nutrition, pages 211-234. CPR class information. Assignment: Safety checklist, yellow pages 6-7 in health section. Field placement assignment: Safety.
March 6	**Business of Child Care** - Taxes, recordkeeping, fees and marketing. Guest speaker, Patti Peters, Napa College Small Business Center. Assignment: Contract work sheet. Field placement assignment: Learning activity.
March 14	**Working with Parents** - Enrollment, contract, on-going communication. Reading: pages 127-145. Assignment: Finish parent contract and flyer. Field placement assignment: Parent interaction.
March 21	**Resources for Providers** - Rainbow, Napa Valley College, and Family Day Care Association speakers. Graduation ceremony.

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FAMILY DAY-CARE PROVIDER COMPETENCIES

_Completed licensing application and understood the regulations and obligations of a licensed, small-family, day-care provider.

_Prepared a self-assessment of personal strengths as a licensed family day-care provider and understood the qualities needed to succeed in this field.

_Drew a layout of the family day-care home, planning the design for a variety of active and quiet activities for a quality care situation.

_Demonstrated the use of positive discipline in a theoretical situation as well as in a setting with young children. Identified characteristics of the different ages and stages of children.

_Prepared a contract, flyer, and recordkeeping system.

_Demonstrated positive assertive communication skills as a Parent/Day-Care Provider in a role playing situation as well as a pre-enrollment phone coversation.

_Planned a sample nutritional menu for the day-care children and understood the Child Food Program.

_Had available a resource list for emergencies, information, training, and support within the community.

Family Day Care Handbook

Prepared by the
California Child Care Resource
and Referral Network

Patricia Siegel, *Executive Director*
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California Child
Care Initiative
3rd Edition (1988)

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We appreciate the resources and assistance provided by the child care resource and referral agencies in California, and the staff of the California Child Care Resource and Referral Network.

Prepared by the
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3rd Edition (1988)

Week One:
Introduction

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HOME CHILD CARE PROVIDER

SELF-EVALUATION

© Kathy Modigliani, Marianne Reiff, and Sylvia Jones

For some people, taking care of young children is a dream come true. For others it can be a nightmare. The following evaluation was designed to help you decide whether home child care would be a good job for you. It lists the characteristics of successful providers, based on conversations with providers and referral agency staff members, and on research.

Think about each trait and how you would rate yourself on it. Then put an "X" on the line to show how much you agree that you have the given trait. For example, if you strongly agree, put an "X" on the far left of the line. Put your "X" on the far right if you strongly disagree.

STRONGLY AGREE	MILDLY AGREE	NEUTRAL	MILDLY DISAGREE	STRONGLY DISAGREE

1. I enjoy children very much, and think I could work well with them hour after hour.

|_____|_____|_____|_____|

2. I am a flexible person, and I can usually figure a way out of any problem.

|_____|_____|_____|_____|

3. I have good common sense, and handle emergencies well.

|_____|_____|_____|_____|

4. I am generally warm and affectionate.

|_____|_____|_____|_____|

5. I am fairly organized, and able to keep financial records.

|_____|_____|_____|_____|

6. I do not mind my house being messy, sometimes. I will be able to put the needs of the children before my housework.

|_____|_____|_____|_____|

7. I am willing to re-arrange the furniture in some rooms of my house to accommodate toys and play equipment.

|_____|_____|_____|_____|

STRONGLY AGREE	MILDLY AGREE	NEUTRAL	MILDLY DISAGREE	STRONGLY DISAGREE

8. I tend to take life lightly, and have a good sense of humor.

9. I usually appreciate my own accomplishments, even if others do not.

10. I am in good health and have lots of energy.

11. A child care home will be acceptable to each member of my family.

12. I would enjoy talking to parents about their child and our day together.

13. I usually speak up when I have a problem with someone.

14. I accept children as they are, and feel a deep commitment to them and their parents.

15. I expect to be able to guide and discipline children kindly and effectively.

16. I expect to offer child care for at least two years, and I will be able to arrange substitute care when needed.

17. I can handle financially difficult times, or I have financial security to fall back on for a few months while I get started.

FAMILY DAY CARE
Personal Communications and Professional Image
Needs Assessment

NAME _____ DATE _____

I would like to receive **additional training** in:

___ Setting and Meeting my **Goals**

___ Overcoming Potential **Barriers** to my Success

___ Strengthening my **Positive Communication Skills** with
- __ children
- __ parents
- __ my spouse/signficant other
- __ my child(ren) age(s) _____ _____ _____ _____
- __ other members of my family
- __ my neighbors
- __ my social/ support group
- __ agency staff / case workers
- __ community agencies/ referrals, if needed
- __ other:
- __ other:

___ I am specifically interested in **practicing communicating** my **needs** and **feelings** on the **topics** of:
- __ the typical morning, when all goes well
- __ the typical evening, when all goes well
- __ cheerful/ positive/ "can do" attitudes
- __ money/ loans/ payement/ fees
- __ late payments
- __ health and nutrition
- __ abuse/ neglect
- __ acceptance/ respect/ pride
- __ contracts and agreements / rules/ expectations
- __ support and assistance around the house
- __ jealousy/ hostility/ selfishness / conflicts
- __ pick-up and drop off times/ problems
- __ changes in the schedule/agreements/ vacations and holidays/ parent's work shift changes
- __ toilet training
- __ homework/ school work, learning tasks for children
- __ TV or not TV
- __ messes and clean ups and personal responsibility
- __ illnesses
- __ handicaps
- __ when a child has difficulty adjusting to your home
- __ when a person who is "not authorized" wants to pick up a child
- __ when a child has gotten hurt
- __ other:
- __ other:

___ I would like to develop skills in **marketing myself and my positive attitude and self-image**, expecially in the areas of:

- __ flyers/ advertisements/ outreach/ recruitment of children and parents
- __ my telephone pitch (to invite parents to place their children in my home)
- __ networking to fill my Family Day Care Center to capacity
- __ daily body language--posture/ smiling/ greetings and farewells/ touching
- __ my telephone voice--communicating and problem solving and negotiating daily business

___ I would like tips on improving my **physical (professional) Image**

- __ my posture/ cleanliness/ work clothes which show I care/ take pride in myself/ am professional
  - especially, how to dress
    - * for the interview with parents
    - * for the loan to improve/ develop my business
    - * for this course
    - * for the day to day job
- __ where to purchase appropriate business woman's clothes
- __ selecting clothing which enhances my appearance of health and beauty
- __ choosing and getting an attractive hairstyle
- __ pampering myself
- __ how I speak about myself and my business (affirmation statements)
- __ other:
- __ other:

I heard about this class through:

_____ I am currently receiving public assistance funds, and am interested in knowing what additional services are available to me because of this.

_____ I have contacted my case worker _____
(name)

and she/he knows I am enrolling in this course.

FAMILY DAY CARE
Personal Communications and Professional Image
Training

The results of the tally from the Needs Assessment you responded to indicate that we will emphasize the following areas during your training:

1) Setting and meeting your GOAL-- to open and run a high quality Family Day Care Center

   "I can accomplish my goal. I will open a loving family day care center soon."

2) Developing and maintaining positive communication with the parents of the children in your center

   "I enjoy communicating with parents. We trust each other. We agree."

3) Practicing communicating about $$ money -- to parents and others-- regarding:
   ~loans ~payments ~fees ~late payments

   "I deserve to be paid a fair fee, on time, for providing quality child care in my home."

4) Practicing communicating about
   ~contracts ~ rules ~ expectations

   "The parents and I have a clear understanding of the rules and expectations, and we honor our agreements."

5) Learning what to do and say when a child has difficulty adjusting to your home

   "Children will become comfortable in my home. I am patient and well trained."

6) Marketing your center so you can fill it to capacity
   ~ preparing your marketing tools (flyers, ads, telephone pitch)
   ~ networking to find appropriate children

   "I will have no problem filling my center to capacity. I am putting the word out there. They'll flock to my door!

Some of you marked other areas, and we can help you to address those individually. The items listed here will be covered by the whole group, since several of you indicated an interest in training in these areas.

We will begin this training next week. Meanwhile, please continue to practice your affirmation statements--especially these. Use your mirror, your dog, your children, your spouse, and anyone else who believes in you-- to practice saying these statements out loud-- until you believe them yourself!! You have the power to create your own reality.

Week Two:
Site Preparation

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ROP Family Day Care
Chamberlain

_____ Felt Board $10-$35
_____ Toddler Snap blocks ($12 per set)

Indoor Active Play
_____ Big Blocks $30
_____ Small wooden blocks $20-30
_____ Small garage and cars $34
_____ Farm animals, people or dinasaurs $15
_____ Doctor kit $15
_____ Duplos $30
_____ Puppets (Fun to make
_____ Dolls and Stuffed animals
_____ Crib and Stove (out of boxes until find at garage sale
_____ Dress-ups from parents and grandparents
_____ Plastic dishes ($5)

Art Activities
____ Playdough $2
____ Crayons $2
____ Paper (Get parent to collect used computer paper or buy newsprint from Register
____ Paper plates ($1)
____ Felt pens ($2 per box)
____ Paperbags, aluminum foil, yarn, string, egg cartoons, popsicle sticks, big buttons, old magazines, cardboard, etc from you or parents or garage sales
____ scissors $1
____ glue (gallon $10) put in margine container and use brushes to apply
____ brushes ($1-2)
____ Old shirts for aprons

Outdoors
____ Sandbox $20
____ Water play For sand and water collect old measuring cups, spoons, plastic pitchers, muffin tins etc $10
____ Wading pool $25
____Bails beach and tennis balls are great
____ Wheel toys low riders are safest
____ Some kind of swing, climber and or slide Tire swings are great for about $15 if you have a strong tree. There are patterns for building flexible climbers Commericial gym sets start at $100 and go way up.
____ Picnic Table $65 child sized

Babies
____ Rocker $65
____ Baby Swing $30-100
____ Toddler slide for indoors $50-100

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ROP Family Day Care
Chamberlain

Price Estimate on Set-up

Personnel Set up

_____ Text book $30
_____ Fingerprints $5x_____(no. of adults in household)
_____ T.B. test $8 x _____(no. of adults in household) or what your Dr. costs

Basic House Set up

_____ Heater Repairs (Call for 2 estimates)
_____ Electricity, Sewage, plumbing, water, hot water heater, or fencing(call for 2 estimates)
_____ Working phone ($34.75 for service start-up plus approx $30 for phone)
_____ Fire or heater screen. (wooden fence $20 and up)
_____ Smoke Detectors $7.95 each
_____ Fire extinguisher $17-29 each
_____ Stair Barricade $10-$20 each
_____ Cabinet locks and child proofing $20
_____Pool cover or fence (call for estimate)
_____ Fencing (Call for estimates)
_____ First Aid kit $20-$60 (Should include syrup of ipecac and activated charcoal for poison)
_____ File box for records ($5-$20)
Refrigerator

Business Set-up

_____ Bulletin Boards ($12)
_____ File folders ($6)
_____ Receipt book
_____ Childrens cubbies$2 plastic tubs or Baskin Robbins empty containers

Children's Sleep Area

_____ Mats or Cots $13 and up if not using beds
_____ Folding Playpens or cribs $55-$75 each

Eating Area

_____ Plastic cups and plates
_____ Small table and chairs for 4 ($42-60)
_____ Highchair $25-60 each

Quiet Activities

_____ Books, at least 20
_____ Pillows $20
_____ Beanbag chair $30
_____ Puzzles $10 each
_____ Games (Dominos, poker chips, large dice, are great. The book work jobs has lots of great homemade games. It is at Rainbow.
_____ Nature Tray (let kids bring rocks, pine cones, nests etc
_____ Giant Pegboard and pegs $35
_____ Tape recorder and tapes $60

Week Three:
Licensing

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Licensing: As Easy As 1,2,3!

ROP/Chamberlain

Step 1: Attend the licensing orientation.

When: Usually the 2nd Friday of the Month from 10-12 (Check with CRC)
Where: 703 Jefferson, Rear Building 253-0366
Cost: Free

Here you will get an application to fill out. You can check the application with me before sending if you like.
Any questions, or directions, call CRC 253-0366. You will need to send in your application and have your home checked by the licensing evaluator according to regulations discussed at the orientation.

Step 2: Everyone in your home over 18 must be fingerprinted

Where:	Napa Sheriff's Department 1125 3rd Street, Napa 253-4501	Dept of Motor Vehicles 1600 Yajome, Napa 252-4111	Police 1539 1st 257-9573
When:	TuTh 9-3	M-F 9-11, 2-4	MTW 9-12
Cost:	$10	$5	$5

Step 3: Everyone in your home over 18 must get a TB Test

Where: Your Private Doctor, At Kaiser or
Napa Health Dept.
2281 Elm, Napa
253-4231

When: Every 2nd and 4th Tues. 1-4:30
Checking is the following Thurs. 3:30-4:30
Cost: $8.00

Potential Income Worksheet

If **no** children 12 or under at home:

$65/wk. full time care

x 6 Number of paid children (Your own children at home under 12 count as part of the 6 children allowed)

$390/wk

x52 wks in a year

$20,280 Total Gross

- 1,050 Expenses

$19,230 Net Income -Taxes

If 1 child 12 years or under at home:

$65/wk

x 5 Paid Children

$325

x52 wks in a year

$16,900 Gross

- 1,050 Expenses

15,850 Net Income - Taxes

If **2** children 12 years or under at home:

$65/wk

X 4 Paid Children

$260

x52 wks in a year

$13520 Gross

- 1050 Expenses

$12,470 Net Income- Taxes

Sample Expenses

Supplies	$750
Insurance	$300
	$1,050

Sample Net Income $12470

Shared living and business expenses

Rent $6,000

Phone$ 480

$6,480 50% Tax Deductible $3,240

Net Income $12,470-Tax Deductions $3,240= Taxable income $9230

Remember in working outside home ,unless you receive a child care subsidy ,it costs $3380/child that needs to be deducted from your income.

Chamberlain
ROP Family Day Care Class

Notetaking Guide to
Family Day Care Licensing Regulations

Staffing Ratio and Capacity

A. The number of children including your own children under the age of ___ that you can have without an assistant is ____ infants or _____children including ____ infants.
B. With an assistant there may be at most ____ children including no more than ____infants.
C. Maximum capacity for any home is ____ children at one time.
D. Your license states your capacity.

Operations

A. Children must be supervised. If you are temporarily absent a sustitute adult must be present. Temporary absences shall not exceed _____%.
B. Home shall be _____ and orderly with _____ and ventilation.
C. Home must have _____ service.
D. Home shall provide safe _____, _____, and _____.
E. When a child is sick, the child needs to be _____.
F. Food needs to be stored or _____.
G. Safety precautions include 1. fireplaces and open heaters _____ having a _____or a _____
2. Gas heaters should be properly _____and _____.
3. When children are less than _____, stairs should be _____
4. Poisons, detergents, cleaning compound, medicines, firearms should be _____.
5. Pools ponds etc should be _____
6. Outdoor playarea should be _____or _____.
7. An _____card on each child should incluce child full name, phone, location of parent, doctor's name and phone and parent's emergency medical release.
8. Disaster plan should be posted and understood.

H. Drivers must be correctly _____
I. No more in car than what is recommended.
J. Cars must be safe.
H Everyone must use a seat belt.
I. Infants must use an infant seat.

Admissions Procedures.

A. A child abuse prevention pamphl must be given to each _____.
B. Parents must be told that they can _____ at any time without appointment.
C. Denial of parent access will result in warning.
D. Notice of parent's rights must be posted.
E. Provider may not allow someone who presents a risk.
1. Parent gets a copy of their rights
2. Parents sign that they got a copy of their rights. If they don't sign, provider makes note.
3. Rights are posted.

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Child's Records

A. Provider must keep copy of parents seeing 2 forms in child's records

B. These records are kept 3 years after program ends.

C. Provider needs to have rooster of parents names addresses and phone numbers.

Personal Rights

A. Each child should

1. Be treated wi'h dignity
2. Be safe, healthy and comfortable
3. Parents are informed that they can complain to licensing.
4. No hurting or interferring with heating, sleeping or toiletting.

B. Parents will get a handout on consumer awareness.

Week 4:
Working with Children

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Structured Notes

Discipline

Objective: Given this information and some guided practice, you will be able to demonstrate three strategies for maintaining discipline with young children and be able to identify an appropriate strategy for a hypothetical situation.

Introduction Discipline is important 1. for children's welfare
2. your enjoyment of your job
3. you will need to demonstrate positive techniques to A.Pass this course and B.Keep your job

Key Points

1. Discipline is in the child

2. The child wants to "be good."

3. Your job is to be a dectective. Problem solve what could, is, or did go wrong.

4. Children misbehave out of ignorance, unmet needs, or lack of skill.

5. Show what you need, figure out what the child needs and then find some positive action.

6. Time out, taking away toy and other negative consequences should be a last resort.

7. Summary

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Family Day Care Class
Chamberlain/ ROP

Field Assignment #2 Name_____
Positive Discipline Situation

The Setting
Where:
Number of Children Present:
Children's Activities:

Number of Adults Present:
Adult Activities

The Situation: (include age of child)

Childs understanding of my needs:

Child's unmet needs:

Child's skill in meeting child and my needs in acceptable way:

My positive statement of my need:

My positive statement of interest in child's need:

My positive action:

Child's reaction:

3 positive things I said to children

WORDS THAT HELP CHILDREN GROW

Young children need verbal direction and will seek help often from adults. It is important to give them help, but in ways that will lead to new behavior and new learning. Adults tend to use restrictive language and must for a different pattern of reacting to children's needs. You may have to practice for awhile, but it soon becomes very easy. Your improved relationship with the children will be a most worthwhile reward. Here are a few examples of "growing words" rather than "restricting words".

DON'T SAY	
"Hold on or you'll fall".	
"Don't swing your shovel up that way."	
"Don't get paint on your clothes."	
"Don't run with the scissors."	
"Don't get your clothes wet."	
"Be careful pouring, here, I'll do it."	
"You'll have to stop painting right now. Don't you want juice?"	
"Watch out! You'll tear the book!"	
"Stop dropping puzzle pieces on the floor."	
"Don't crowd so. You can all see."	

- To react positively.
- To give the child an acceptable solution that he can carry out.
- To be patient and try again.
- To trust the child's judgement.
- To reinforce learning with praise.

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HEAD START REGIONAL TRAINING OFFICE
Mid and Northern California
San Francisco State College
San Francisco, California 94132

How Old Am I?

A child development game used with the poster Ages and Stages
produced by the California Child Care Network (415) 661-1714

I like to smile at people I know. I like to watch moving things like the trees outside or a blowing curtain. Besides looking, I find out about things by putting them in my mouth. If I am uncomfortable, I cry.

I like to put things in and out of boxes. I can get in a chair and feed myself. I like to be with other children but I rarely want to share. I like to throw a ball and say my own name. I like following simple instructions.

I like drawing pictures, playing make believe and I can get undressed at least parly by myself. I can share alot of time, say when I am angry and I can make friends. I can catch a bounced ball and even can begin to balance on one foot. I like songs with hand movements.

I can draw a person with most of the facial parts drawn in. I like to play with words, and enjoy being silly with words. I am curious about how things work and enjoy asking, "Why?" I like to show off and be a leader but I do not like to lose. I enjoy telling a simple fairy tale with puppets.

I can skip, count and begin to tie or buckle my shoes. I like to get along when I play with others and I often enjoy playing by myself. I like responsibility and use objects for definite purposes.

I like secret codes, word jokes, and can use words to be insulting or aggressive. I do chores such as sweeping and emptying the trash. I like to have secret clubs and enjoy children mostly of my same sex. I like to have collections of things and special interests.

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Family Day Care Activities

Cooked Playdough

Recipe: Mix 2 cups flour
1 cups salt
2 cups water (put in food coloring as desired)
2 Tsp. cream of Tatar (from spice dept.)
2 Tsp. oil

Cook on medium, stirring until stiff. Store in margarine dish, plastic bag etc. Very longlasting.

Learning:
Small muscle development in the hands is a pre-writing skill.
Science ideas include big, little, long, short, conservation, cause and effect, comparisions, experiments such as color blending.
Language development includes all the vocabulary you can give them such as flat, round, poke, pound etc.
Socially, playdough is very good for sharing. My rule is when someone new comes, each player gives them a little as a relatively painless way to practice receiving and giving. Also it is great for conversations about cooking, birthday cakes (especially with popsicle sticks) and scary snakes.

Play dough is good everyday. Especially at the beginning and ending of the day. If no one seems interested after a while, here are some ways to make it new again:

1. Play with it warm.
2. Change the color. Later use 2 clear colors that make a pretty 3rd color.
3. Add popsicle sticks for a while. Then take after a few days, replace them with plastic dinosaurs, or spoons, lids cookie cutters, egg slicers, garlic presses, forks, wooden dowels and even, with enough space between people, wooden hammers. (When the playdough is new, revert back to just fingers no props to work on those finger muscles.)
4. Sit down with the kids and poke, prod and pull to give them new ideas. Don't make animals or something hard or they will want you to do it all for them.

Notes:

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Projects with Children

Stringing Macaroni

Need: Macaroni with holes
Yarn
Glue
Food color (optional)
Rubbing Alcohol (optional and bottle out of reach of children

Put several drops of food color and couple tablespoons of alcohol in bowl or saucer. Put in macaroni and roll it around. This needs to be done with by adult or by adult and children the day or night before. Put macaroni on paper towels to dry. Dip 18" strands of yarn into glue at one end to form "needle" and tie macaroni to other end to form stop.

For children, put out yarn and macaroni. Let children string as they wish. You will need to tie it for them.

They learn hand eye co-ordination, "pre-sewing" skills, self esteem in making their own jewelry, color and patterning, concrete results for attention span, creativity etc.

Variations: Paint macaroni and string in. Glue macaroni on paper plate for collage. String other things such as paper shapes, baked playdough beads, etc.

Coffee Filter Designs

Need: Coffee Filters
Q-tips
Food color
Water

Put food color and water in non-tip saucer. Use Q-tips as paintbrushes. "Paint" dots and drips on coffee filter. Color will spread and blend.

They will learn from the different textures of the Q-tip and coffee filters. The colors blend nicely, and if primary colors are used, they can see red and blue make purple. There is a wonderful book called Little Blue that goes with this.

Variations: Coffee filters can be folded and dipped with older children. For that the food color should be combined with the rubbing alcohol and adult supervision is needed. The coffee filters can be cut to different shapes by adult and colors used to give holiday theme without hampering children's creativity. (e.g. heart shapes and red color, pumpkin shape and orange etc)

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Week 5:
Nutrition, Health and Safety

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Field Assignment-Nutrition and Safety

ROP/Chamberlain
Name:_____

1. Observe meal preparation.
Meal_____ Number of Children_____
What do the children do while meal is being prepared?

_____

_____

Children's routine for handwashing, serving etc

_____

_____

2. Sit down at a meal or snack with the children
How does conversation help good eating habits?

_____

_____

_Is the meal nutritious?
Does it have the 4 food groups?_____
Does it appeal to children's eye? _____
Does it appeal to child in terms of texture?_____
What did it cost?_____
How long did it take to
prepare?_____

3.Meal Clean-up
What can the children do?_____
What do children do while adult does clean-up? _____
4 Introduce a new food to the children Food:_____
How can you make it
appealing?_____
How successful was it?_____

5. Do the yellow safety check on your house.
My score:_____

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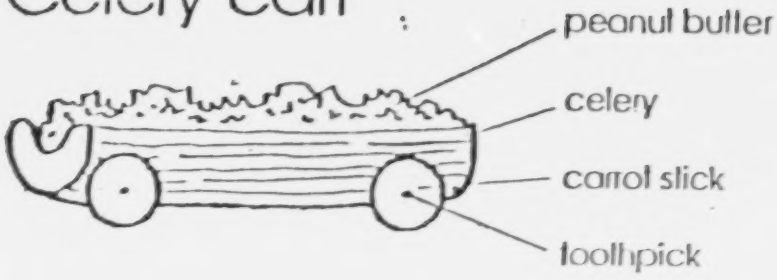
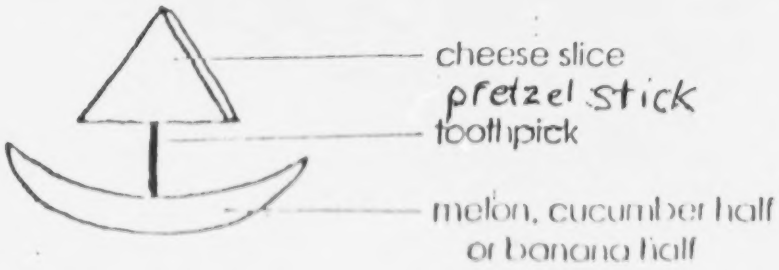
Celery cart

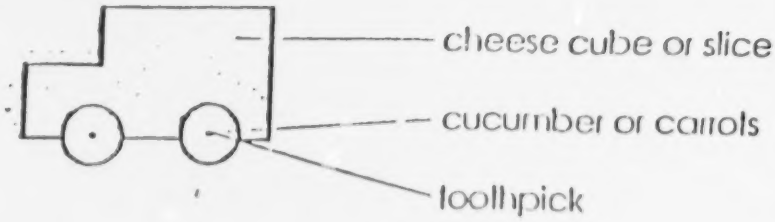


Ants on a log

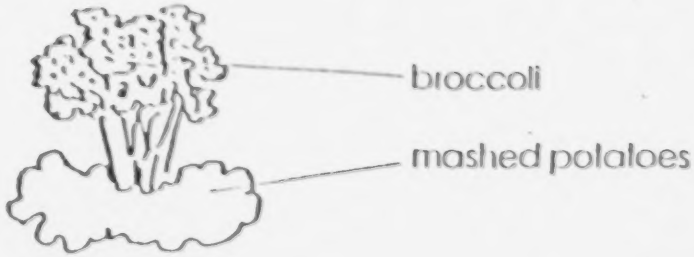
Sailboat



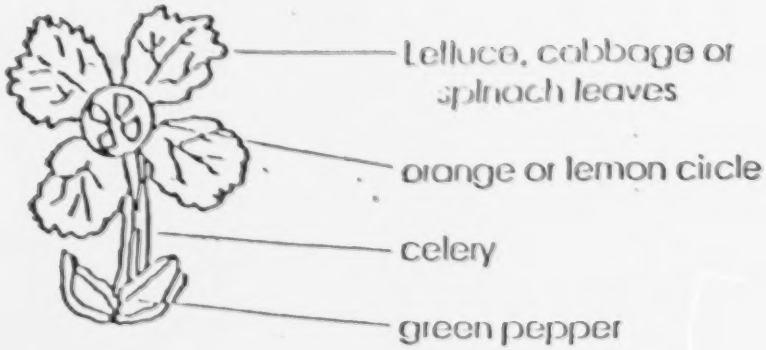
Truck



Tree



Flower



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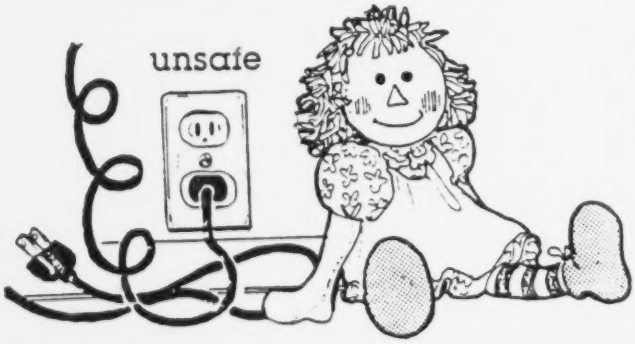
From Educator's Guide: Food Experiences for Young Children, by J. Randell.

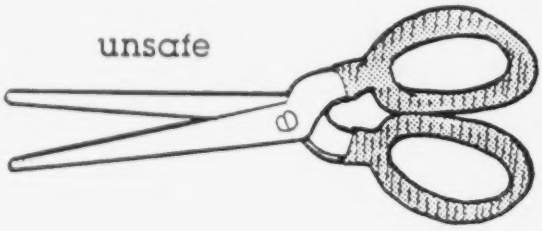
How safe is your home?

Take a tour of your home with the following checklist of safety steps. For every item you accomplish, give yourself one point (two points for any of those with a *). Then add up the points to find your home safety profile.

- ☐ * there are screens, barriers, or coverings around fans, space heaters, and fireplaces
- ☐ there are no plastic film coverings hanging on clothes in closets that children have access to
- ☐ * hazardous household products are locked up or stored out of reach of crawling or climbing kids
- ☐ household products are all in their original containers
- ☐ no hazardous products are stored in food or beverage containers (example: bleach in soda pop bottles)
- ☐ * unused electrical outlets are covered with safety caps (available from hardware stores)



- ☐ near your telephone, you have a list of emergency numbers for:
  - ☐ police
  - ☐ fire
  - ☐ doctor
  - ☐ hospital
  - ☐ * the poison information center
  - ☐ a neighbor, relative, or friend willing to substitute for you in an emergency
- ☐ there are no poisonous plants (azaleas, castor beans, etc.) in play areas
- ☐ children cannot get to the back of your television set
- ☐ sewing items (pins, needles, scissors, etc.) are kept out of reach of children



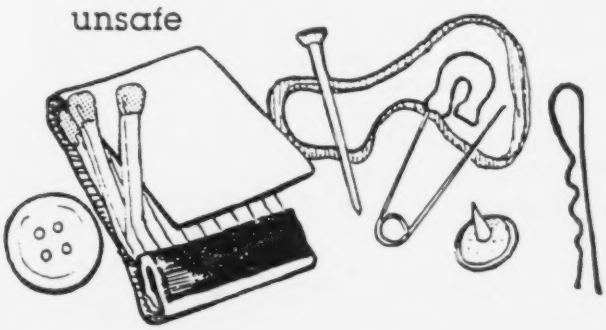
- ☐ * medicines and over-the-counter drugs are locked up or out of reach of children
- ☐ there's adequate lighting where you give medicines to children
- ☐ extra lengths of electrical cord are folded up to keep kids from pulling on them or tripping
- ☐ * electrical cords for appliances (irons, toasters, radios, etc.) are out of children's reach
- ☐ medicines and household cleaners are in childproof containers
- ☐ stairways are barred with gates to keep children from tumbling downstairs
- ☐ there are no rough spots on the floor that a child could trip over

Score yourself:

44 to 50 points	a super safe home
35 to 43 points	a safe home
less than 35 points	a home that needs more safety precautions

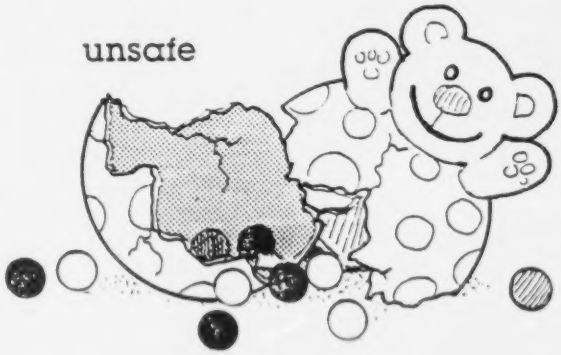
- [ ] the yard is free of rusty nails and broken glass
- [ ] you and the children know where the tornado shelter is
- [ ] * you and the children have practiced a tornado drill
- [ ] * you and the children have practiced a fire drill
- [ ] * you have arranged for back-up help you can call in to care for the children in an emergency
- [ ] matches, lighters, and cigarettes are absent or out of reach of children
- [ ] no containers from hazardous products are discarded in your wastebaskets
- [ ] any fence is in good repair
- [ ] there's no peeling paint on walls or furniture
- [ ] no insect or rodent traps are lying on the floor in sight or reach of a crawling child
- [ ] no small, sharp objects are in reach

unsafe



- [ ] when you're cooking around children, pots and pans are on back burners out of reach of little hands.
- [ ] the children's toys have no small parts that could be broken off and swallowed

unsafe



- [ ] there are latches or locks up high on doors leading to areas off-limits to the children
- [ ] * there are no scatter rugs or slippery floors to hinder beginning walkers
- [ ] * you have Syrup of Ipecac in your home
- [ ] the children's toys have no sharp or jagged edges
- [ ] there are no darts, missile toys, or cap-guns in reach of young children
- [ ] any outdoor sandbox is covered when not in use to prevent cats from using it as a litter box
- [ ] lawn mowers and garden tools are stored where children can't get to them

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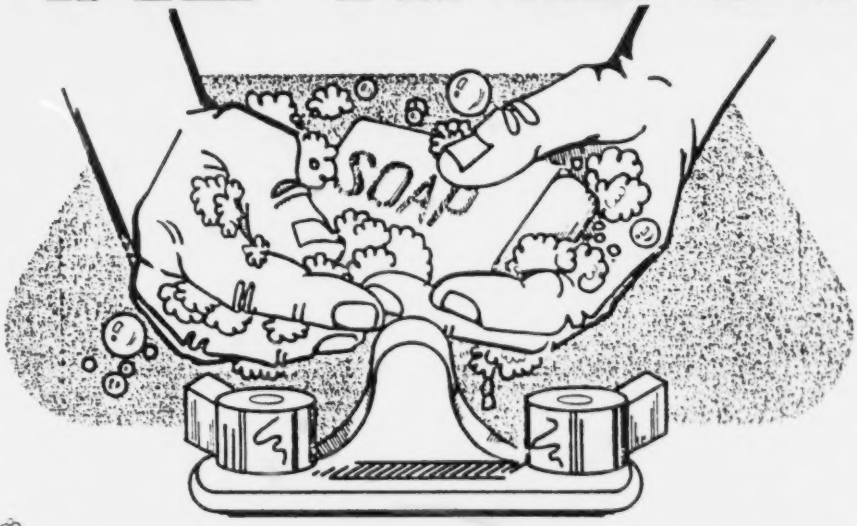
THE STOP DISEASE

METHOD OF HAND WASHING



- Use SOAP and RUNNING WATER
- RUB your hands vigorously
- WASH ALL SURFACES, including:
  - backs of hands
  - wrists
  - between fingers
  - under fingernails
- RINSE well
- DRY hands with a paper towel
- Turn off the water using a PAPER TOWEL instead of bare hands

STOP DISEASE

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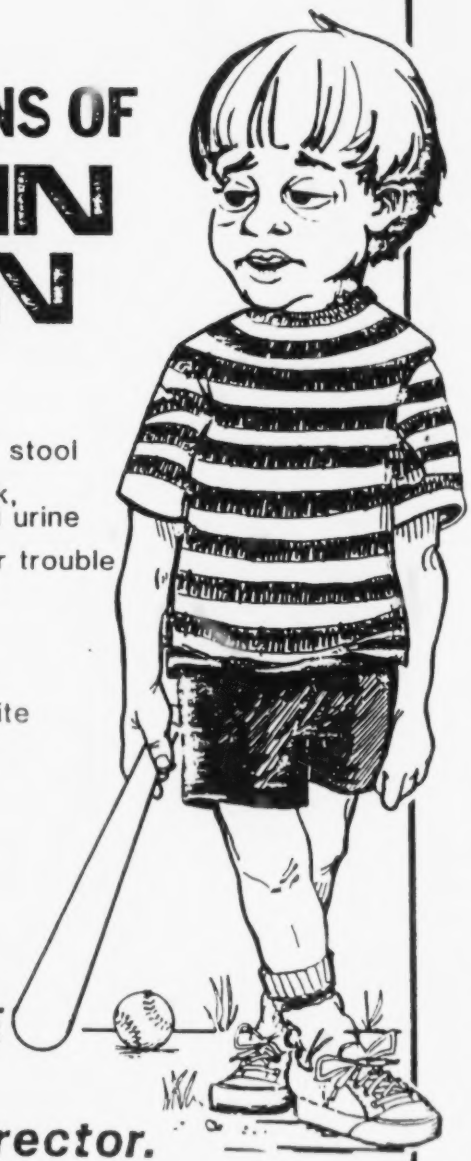
STOP DISEASE

SOME SIGNS OF

ILLNESS IN CHILDREN



- severe coughing
- breathing trouble
- yellowish skin or eyes
- pinkeye
- unusual spots or rashes
- infected skin patches
- unusual behavior
- diarrhea
- gray or white stool
- unusually dark, tea-colored urine
- sore throat or trouble swallowing
- headache
- vomiting
- loss of appetite

If a child has fever or any of the symptoms listed above, SEPARATE him/her from the other children and tell your director.

STOP DISEASE

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The STOP DISEASE Method of CHANGING DIAPERS

1

CHECK to be sure supplies you need are ready.
PLACE roll paper or disposable towel on diapering surface where the child will be.

2

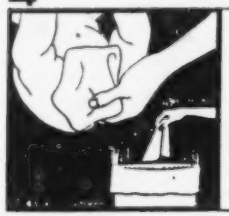
LAY the child on the diapering surface, taking care to hold him only with your hands if his diaper is soiled.

3

REMOVE soiled diaper and clothes.

- PUT disposable diapers in a plastic bag or plastic-lined receptacle.
- PUT soiled clothes in a plastic bag to be taken home.

4



CLEAN the child's bottom with
a premoistened disposable towelette
or
a damp paper towel.
Then DISPOSE of the towelette or paper towel in the plastic bag or plastic-lined receptacle.
REMOVE the paper towel from beneath the child and dispose of it the same way.

5

WIPE your hands with a pre-moistened towelette or a damp paper towel.
DISPOSE of it in the plastic bag or plastic-lined receptacle.

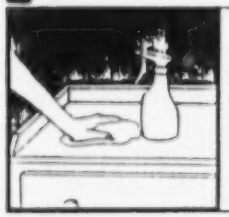
6

DIAPER or dress the child.
Now you can hold him close to you.

7

WASH the child's hands and return him to his crib or group.

8



CLEAN and DISINFECT the diapering area, and any equipment and supplies you touched. Then wash YOUR hands.

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Cooking

Orientation

Cooking is a valuable experience in preschool in that:

1. increases self confidence that child can master an important skill

2. Allows child to experience different cultures through their foods. And also provides a link between home and school as child shares familar food with others.

3. Meaningful context for pre-reading skill as child learns to 'read' the symbols on the recipe cards.

4. Meaningful context for mathematical skills such as counting, one to one correspondence, measuring liquid

5. Begining chemistry experiments in the transformation of matter from solid to liquid the change in texture with heat, etc.

6. Sharing of food is a delightful social experience, especially when you can offer food that you made yourself.

Criteria for selecting recipes.

1. individual recipes provide for good beginning understanding in the process of food prepartion,and the function of the recipe.They allow the child to go at his own rate. (e.g. peanut butter)

2. Some group recipes were selected to facilitate group interaction and allow socializing. (e.g. butter)

3. Some recipes were selected for their skills (e.g. counting in fruit salad) others for transformations (e,,g. alfalfal sprouts). Others to see processes that are not always visible at home (e.g. orange juice does come from oranges.) Some for their multi-cultural element (e.g. tortillas) and others for their universal appeal (ice cream!)

4. Recipes should be appealing, as simple as possible, ideally with basic ingredients instead of pre-processed (bisquick is sometimes used though), with positive nutritive value, and the preparation should be as manual as is practical. (Shaking butter does work but the blender is resorted to for Shakes.) Limited time attention span and set up time is also considered. The items included are snack oriented rather than meal oriented because this is most appropriate to the context of most early childhood cooking.

Week 6:
Working With Parents

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MY MENTIONABLE MARKETING FEATURES

OR...

WHY PARENTS WILL WANT TO PAY **ME**
TO PROVIDE QUALITY DAY CARE FOR THEIR CHILDREN

Jot down key words you can use when marketing your family day care services:

SPECIAL HOME FEATURES
(INDOORS/OUTDOORS)

SAFETY FEATURES

CONVENIENCE FACTORS

ACTIVITIES/ FOOD / FUN PLANS

MY PERSONAL STYLE
(SELLING POINTS)

MY TRAINING AND EXPERIENCE
(SELLING POINTS)

LAW AND LICENSE
COMPLIANCE ITEMS

MY OTHER SELLING POINTS

MARKETING FLYER FORMAT

Most Marketing Flyers Contain the Following Elements.
Fill in YOUR details— marketing YOUR services.

Name
of Your Business

Location

Illustration of
Services

What (Generic) Service
You Provide

Itemized
Services Offered

Mention of Special
Features Available
(Unique to your service)

Your Guarantee /
Promise / Contract

Reliability / Testimonial

$ details, if relevant

Logo/ Image

Phone # / Contact Person

MILLS CHRISTIAN FAMILY DAY CARE

Licensed Family Daycare Home
Near Jefferson and "A,B,C" Sts.

* Full-time Care Available
* Ages 2-6 year olds welcomed
* Nutritious Meals and Snacks Served
* Fenced Outdoor Play Yard
* Quiet Time for Resting
* Within Walking Distance to Park
* Learning Games, Coloring, Singing, Storytime, Crafts, and Much More ! !

Loving Mom is:

State Licensed
R.O.P. Childcare Trained and Certified
Trained in CPR for Children
Mother of Two Small Children
Non-Smoker
With 5 Years of Preschool Training Experience

Phone Willeta, (707) 252[redacted]

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FERNANDES FAMILY DAYCARE

Near St. Basil Church
For Ages: Infants - 10 Years Old
Mature, Loving Care
Fulltime/ Part time/ Drop-Ins (Emergency)
Flexible Hours Ample parking space
Good, Friendly Neighborhood

Meals and Snacks Served

PLAY ACTIVITIES:

* gardening * coloring * reading * painting
* play acting * dress-ups

SAFETY FEATURES:

* Fenced Front and Back Yards
* Fire Extinguisher * Locked Cabinets * Child Proofed Home

CHILDCARE YOU WANT AND NEED AT AN AFFORDABLE RATE

Licensed by the State of California
Registered Nurse for 15 years
Current CPR Certified
Certified by the State Department of Education,
ROP Family Daycare Training Program

(707) 55[redacted]

Week 7:
Business of Child Care

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Welcome to

_____Family Day Care Home

_____ Napa

Phone_____

I believe children need

_____

_____

I do family day care because_____

_____

My hours are.

Activities I do include:_____

_____

(A daily schedule is posted on the parent board.)

Meals:_____

Rates per child _____ hour up to 5 hours

_____ a day

_____ a week

Method of payment is: _____(cash or check in advance)_____

When a child is ill:

Illness is: _____ fever, or diaherra,_____

Sick days _(are not reimbrsed as I still must prepare for your child)_____

_____

Vacation days _____are allowed up to 2 weeks with a month notice. Holidays are _____

Termination by either party requires 2 wks notice or 2wks pay except if there is a violation of this contract or licensing regulations.

Late Policy: _____ I charge $10 for each 10 minutes after your contract or after closing.

Medication: In a child proof containter with child's name on bottle and a signed note with instructions will be given.

Play clothes are important, including socks and shoes. Jewelry can be a problem.

Please bring: ____ blanket, change of clothes, diapers _____toothbrush brush picture for cubby___

Toys brought from home _____(must be shared) (arent allowed)_____ _____

_____No gum _____

candy, money guns_____

I will not spank your child. I will_____

Birthdays_____

I may have a substitute. If I do ,you will be notified in advance.

We will have a four week trial period and then review whether this arrangement is mutually satisfactory

Please free to help at any time.

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FORM A: Provider-Parent Agreement-Contract (see Chapter 1)

I agree to enroll my child, _____, in the _____ Family Day Care Home, beginning on _____. I have received and read the attached Family Day Care Rules (Guidelines) and agree to comply with all rules and responsibilities stated in them.

(1) Care will normally begin at _____ o'clock and end at _____ o'clock on the following days of the week:

_____

(2) Care will include the following meals and snacks: _____

_____

_____

The parent will provide food for the following: _____

(3) The charge for care of the child is $____ per _____. Overtime charges are $____ per _____. There will be a charge of $_____ if the child is picked up after _____ o'clock.

(4) Payment to the Family Day Care Provider will be made in the following manner: cash _____; check _____; by _____

_____ on _____ .
(name of person to pay) (day of week or month)

(Optional) Payment obligation is based on the hours you agree to use child care, not on actual hours of attendance. Payment is due if you have agreed to use certain blocks of time whether or not the child actually attends during those hours.

(5) Children may be taken from the day care provider's care only by the person signed below, by persons listed on Form M or under the conditions specified on Form M.

_____ _____
(parent's signature(s)) (provider's signature)

_____ _____
(date signed) (date signed)

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Margaret

Business Plan Worksheets

Name: _____

Proposed Business: _____

I. STATEMENT OF PURPOSE

A brief (one paragraph) statement of the business plan objectives.

Questions:

In General:

1. What is the purpose of this plan?
   Will it be used as an:
   - operating guide?
   - financing proposal?
2. What is the business structure (i.e., sole proprietorship, partnership, corporation, Subchapter-S corporation)?
3. Who are the principals?
4. What is to be done?
5. Why will it be successful?

For A Financing Proposal:

6. Who is asking for money?
7. How much money is being requested?
8. What is the money needed for?
9. How will the funds benefit the business?
10. How will the funds be paid?
11. Why does the loan or investment make sense?

II. DESCRIPTION OF THE BUSINESS

Generally Explain:

1. What the business is (or will be):
2. What market you intend to service, the size of the market, and your expected share;
3. Why you can service that market better than your competition;
4. Why you have chosen your particular location;
5. What management and other personnel are required and available for the operation; and
6. Why your investment or someone else's money (debt/equity) will make your business profitable.

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Question:

1. Type of business: primarily merchandising, manufacturing, or service?
2. What is the nature of the product(s) or service(s)?
3. Status of business: Start-up, expansion of a going concern, or a take-over of an existing business?
4. Business form: Sole proprietorship, partnership, corporation?
5. Who are the customers?
6. Why is your business going to be profitable?
7. When will (did) your business open?
8. What hours of the day and days of the week will you be (are you) in operation?

NOTE: If yours is a seasonal business, or if the hours will be adjusted seasonally, make sure that the seasonality is reflected in your replies to the two previous questions.

For A New Business:

9. Why will you be successful in this business?
10. What is your experience in this business?
11. Have you spoken with other people in this kind of business? What was their response?
12. What will be special about your business?
13. Have you spoken with prospective trade suppliers to find out what managerial and/or technical help they will provide?
14. Have you asked about trade credit?
15. If you will be doing any contract work, what are the terms? Reference any firm contract and include it as a supporting document.
16. Do you have letters of intent for prospective suppliers of purchases?

For A Take-Over:

17. When and by whom was the business founded?
18. Why is the owner selling it?
19. How did you arrive at a purchase price for the business?
20. What is the trend of sales?
21. If the business is going downhill, why? How can you turn it around?
22. How will your management make the business more profitable?

III. THE MARKET

Generally explain who needs your product or service, and why.

Questions:

1. Who exactly is your market? Describe characteristics: age, sex, profession, income, etc., of your various market segments.
2. What is the present size of the market?
3. What percent of the market will you have?
4. What is the market's growth potential?

5. As the market grows, does your share increase or decrease?
6. How are you going to satisfy your market?
7. How will you attract and keep this market?
8. How can you expand your market?
9. How are you going to price your service, product, or merchandise to make a fair profit and, at the same time, be competitive?
10. What price do you anticipate getting for your product?
11. Is the price competitive?
12. Why will someone pay your price?
13. How did you arrive at the price? Is it profitable?
14. What special advantages do you offer that may justify higher price (you don't necessarily have to engage in direct price competition)?
15. Will you offer credit to your customers (accounts receivable)? If so, is this really necessary? Can you afford to extend credit? Can you afford bad debts?

VI. COMPETITION

Questions:

1. Who are your five nearest competitiors? List them by name.
2. How will your operation be better than theirs?
3. How is their business: steady? increasing? decreasing? Why?
4. How are their operations similar and dissimilar to yours?
5. What are their strengths and/or weaknesses?
6. What have you learned from watching their operations?

VII. LOCATION OF THE BUSINESS

Questions:

1. What is your business address?
2. What are the physical features of your building?
3. Is your building leased or owned? State the terms.
4. If renovations are needed, what are they? What is the expected cost? Get quotes in WRITING from more than one contractor. Include quotes as supporting documents.
5. What is the neighborhood like (stable, changing, improving, deteriorating)? Are there other special permits or licenses you may need?
6. Does the zoning permit your kind of business?
7. What kind of businesses are in the area?
8. Have you considered other areas? Why is this one the desirable site for your business?
9. Why is this the right building and location for your business?
10. How does this location affect your operating costs?

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VI. MANAGEMENT

Questions:

1. What is your business background?
2. What management experience have you had?
3. What education have you had (including both formal and informal learning experiences) which have bearing on your managerial abilities?
4. Personal data: age, where you live and have lived, special abilities and interests, reasons for going into business?
5. Are you physically suited to the job? Stamina counts.
6. Why are you going to be successful at this venture?
7. Do you have direct operational experience in this type of business?
8. Do you have managerial experience in this type of business?
9. Do you have managerial experience acquired elsewhere - whether in totally different kinds of businesses, or as an offshoot of club or team membership, civic or church work, etc.?
10. Who does what? Who reports to whom? Where do final decisions get made?
11. What will management be paid?
12. What other resources will be available (accountant, lawyer)?

NOTE: A personal financial statement must be included as a supporting document in your plan if it is a proposal for financing. Include your resume as a supporting document.

VII. APPLICATION AND EXPECTED EFFECT OF LOAN OR INVESTMENT

Questions:

1. How is the loan or investment to be spent? This can be fairly general (working capital, new equipment, inventory, supplies).
2. What item or items will be purchased?
3. What is the specific model name and/or number of your purchse(s)?
4. Who is the supplier?
5. What is the price?
6. How much did you (will you) pay in sales tax, installation charges and/or freight fees?
7. How will the loan or investment (your own or others) make your business more profitable?

VIII. PERSONNEL

Questions:

1. What are your personnel needs now? In the near future? in five years?
2. What skills must they have?
3. Are the people you need available?
4. Will your employees be full or part-time?

5. Will you pay salaries or hourly wages?
6. Will you provide fringe benefits? If so, what? Have you calculated the cost of these fringe benefits?
7. Will you utilize overtime?
8. Will you have to train people? If so, at what cost to the business (both time of more experienced workers and money)?

SUMMARY

Questions:

DESCRIPTION OF THE BUSINESS

1. Business form: proprietorship, partnership or corporation?
2. Merchandising, manufacturing or service?
3. What is the product?
4. Is it a new business? A take-over? An expansion?
5. Why will your business be profitable?
6. When is your business open?
7. Is it a seasonal business?
8. What have you learned about your kind of business from outside sources (trade suppliers, banks, other business-people, publications)?

THE MARKET

9. Who exactly is your market? DEFINE YOUR MARKET.
10. How are you going to satisfy your market's wants?
11. How will you attract and hold your share of the market?
12. How are you going to price your product?

COMPETITION

13. Who are your nearest competitiors?
14. How is their business?
15. What have you learned from their operations?
16. How do you plan to keep an eye on the competition?

LOCATION OF BUSINESS

17. What are your location needs?
18. What kind of building do you need?
19. Why is this a desirable area? A desirable building?
20. How do you plan to keep an eye on any demographic shift in your area?

MANAGEMENT

21. How does your background/business experience help you in this business? Also, for your benefit, what weaknesses do you have and how will you compensate for them, i.e., what related work experience have you had?
22. Who is on the management team?
23. What are the duties of each individual on the management team?
24. Are these duties clearly defined? How?
25. What additional resources have you arranged to have available to help you and your business?

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PERSONNEL

26. What are your personnel needs now?
27. What will your needs be in five years?
28. What will be your wage scale: Salary or hourly? Overtime? Fringe benefits? Taxes?
29. How do you plan to train personnel for both operation and management?

APPLICATION AND EXPECTED EFFECT OF INVESTMENT

30. How will the loan (or other injection of new funds make your business more profitable?
31. Should you buy or lease?
32. Do you need this new money? Establish a procedure for making borrowing decisions.
33. How is the loan to be applied?

GENERALLY

34. Why will your business be a success?

START-UP AND THREE MONTH PROJECTIONS ON COSTS

Start-Up: Make a list of all those costs you will incur to begin your business. A suggested list follows:

Initial Rent/Lease (first, last, deposit)
Utility Hook-Up Fees/Phone Installation
Renovations/Remodeling (be specific - get bids where appropriate)
Advertising/Printing
Inventory
Major Equipment
Minor Equipment
Permits/Licenses
Office Equipment
Vehicle
Insurance
Security Systems

To the above total (less the major equipment figure), add 20% (a "safety" or error margin!)

Three-Month Projection: Make a list of all those costs you will incur during the first three months of operation (will require some "brainstorming"). Some suggestions inclue:

Rent/Lease/Mortgage Payment
Utilities
Advertising
Insurance (Business/Medical/Workers' Comp)
Payroll
Payroll Taxes
Draw
Phone
Postage/Freight
Vehicle Expense
Office Supplies
Loan Payment

As above, add 20% to this figure as well.

When you ad all of the figures together, you will have a "good" idea of how much it will cost to begin your business and to remain operating for the first three months. These figures must be adjusted, however, for your particular business.

FINANCIAL DATA

SOURCES AND APPLICATIONS OF FUNDING

SOURCES

Bank Loans:

1. Mortgage Loan $ _____
2. Term Loan $ _____
3. Reserved Loan $ _____
4. Personal Equity Investments $ _____
5. Outside Equity Investments $ _____

Other: _____ $ _____

TOTAL: $ _____

APPLICATIONS

Purchase Building $ _____

Purchase Equipment $ _____

Renovations $ _____

Inventory $ _____

Working Capital $ _____

Reserve for Contingencies $ _____

Other: _____ $ _____

TOTAL: $ _____

FINANCIAL DATA

CAPITAL EQUIPMENT LIST

MAJOR EQUIPMENT AND ACCESSORIES	MODEL	COST OR LIST PRICE
		$
	TOTAL:	$

MINOR EQUIPMENT

		$
	TOTAL:	$

OTHER EQUIPMENT

		$
	TOTAL:	$
	TOTAL:	$

Family Day Care Bookkeeping

Income:
Deposit log for check book
Date, From Who, How much,
Cash receipts book
Payment box
Notebook

1. Post notice of payment due
2. Collect checks and cash in box and note checks received for each family
3. Make out deposit log for bank and keep copy
4. At end of month, note income on account log

Expenses
Checkbook with carbons of checks
Account log with number system (food-1 Toys-2 Insurance3)
Accordian file

1. Whenever possible, write a check for business expenses
such as grocercies and put an acct.# on it (eg1- food)
2. Put a copy of check with receipt and put in file under right number

3. At end of month, total up all receipts in each pocket (eg all the receipts labeled 1-Food) and put total next to acct number for that month

4. Total all the expenses for that month. Subtract from income to get net earnings for month.

5. At the end of the year add up all quarters for all accts and total income in order to do taxes.

Potential Income Worksheet

If **no** children 12 or under at home:

$65/wk. full time care

x 6 Number of paid children (Your own children at home under 12 count as part of the 6 children allowed)

$390/wk

x52 wks in a year

$20,280 Total Gross

- 1,050 Expenses

$19,230 Net Income -Taxes

If **1** child 12 years or under at home:

$65/wk

x 5 Paid Children

$325

x52 wks in a year

$16,900 Gross

- 1,050 Expenses

15,850 Net Income - Taxes

If **2** children 12 years or under at home:

$65/wk

X 4 Paid Children

$260

x52 wks in a year

$13520 Gross

- 1050 Expenses

$12,470 Net Income- Taxes

Sample Expenses

Supplies $750

Insurance $300

$1,050

Sample Net Income $12470

Shared living and business expenses

Rent $6,000

Phone$ 480

$6,480 50% Tax Deductible $3,240

Net Income $12,470-Tax Deductions $3,240= Taxable income $9230

Remember in working outside home ,unless you receive a child care subsidy ,it costs $3380/child that needs to be deducted from your income.

Bookkeeping-Records & Requirements For FDC Providers

MATERIALS

1. Business Profit & Loss, Schedule C (IRS Form)
2. Cash Receipts Book with Carbon
3. Payment Box for Client Fees
4. 4 Steno Type Tablets (Mileage,Phone,Income,Daily Logs)
5. 21 Pocket Accordian File
6. Posted: Hours, Days Fines, & Feelings
7. Visual Payment Reminder

ACCORDIAN FILE SECTIONS (BASED ON SCHEDULE C)

1. Income: (Log) Pay Period, Name, Amount, How Paid, Check Number, Cash Receipt Number
2. Other Income: Consulting, Sale of Materials, Teaching
3. Food Program Records/Income
4. Food Expenses/Receipts
5. Advertising: Cards, Ads, Window Sign, Car Sign
6. Bad Debts-Losses: Bank Charges, Loans, Depreciation
7. Facility Improvements
8. Car & Truck Expenses: Mileage (Log) (Date, Where, Why, Miles)
9. Dues & Publications
10. Insurance: Workers Compensation, House, Rental, Day Care
11. Laundry: Cleaning, Repairs
12. Legal & Professional Services: Tuition, Fire Inspection
13. Office Supplies: Postage, Copier Lease/Purchase
14. Supplies: Toys, Equipment, Books
15. Taxes: Home/Rental
16. Utilities: T.V., Telephone Log (Date, Time, Who, Why) P.G.& E., Garbage
17. Wages: Employment, Taxes/Benefits
18. Former Clients Forms
19. Daily Journal: Log (Who,What,When), Lic. Visit Form 809
20. Miscellaneous

FREE HELPFUL I.R.S. FORMS/PUBLICATIONS

Tax Guide for Small Business.....Publication 334
Self Employment Tax.....Publication 533
Business Use of Your Home.....Publication 587
Business Use of Your Car.....Publication 917

N.A.E.Y.C. PUBLICATION FOR FAMILY DAY CARE HOME PROVIDERS

"Opening Your Door to Children: How to Start a Family Day Care Program." By Midigliani, Reiff & Jones-Cost $3.50
Call N.A.E.Y.C. 1-800 424-2460

BUSINESS:

QUARTER

#	ACCOUNT			
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

TOTALS:

EXPENSE			
INCOME			
NET			

Week 8:
Community Resources

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Child Care Resource Phone Numbers

Professional Training

ROP Instructor BethChamberlain 253-0965

Employment Training Instructor Nora Gerber 253-4291

Napa Valley College Early Childhood Instructor Janie Castles 253-3155

Referrals for Children

Special Education Free Assessments

Preschool Napa County Schools, Kelly 253-6807

Grants Napa Infant Program, 253-6914

Crisis Help of Napa Valley 963-2555

Referrals for Parents

Child Care Subsidy Information, Rainbow Child Care Council 253-0366

Crisis Child Care or Counseling, COPE 252-1116

Licensing Information

Caseworker, Fina Busamente 1-576-2210

Ombudsperson, Marilee Petersen 1-576-2210

Rainbow Child Care Council 253-0366

Professional Organizations

Wine Country Family Day Care Association, Linda Reed, 258-8815

Napa Valley Association for the Education of Young Children, Christie Speck,257-2844

Nutrition and Food Information

Diana Short, Child Care Food Program, 253-0366

U.C. Extension Home Economist, Marciel Pastori,253-4221

American Heart Association, Jennifer Callanan, 224-8082

Health and Safety Information

Napa County Health Dept. Nursing Staff 253-4231

Red Cross 257-2900

Legal Information

Child Care Law Center (415) 495-5498

Tax and Business Information

Patti Peters, Small Business Center, 253-3210

Rainbow Child Care Council Annual Tax Workshop,2530366

Activities and Fieldtrips

Napa Library 253-4070

Napa Recreation Department 252-7800

Rainbow Toy Library 253-0366

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FAMILY DAY-CARE PROVIDER COMPETENCIES

_____ Completed licensing application and understood the regulations and obligations of a small, licensed, family day-care provider.

_____ Prepared a self-assessment of personal strengths as a licensed provider and understood the qualities needed to succeed in this field.

_____ Passed a home safety check and drew a layout of the family day-care home, planning for a variety of activities for the children.

_____ Prepared a contract, flyer, and record-keeping system.

_____ Demonstrate the use of positive discipline and understand the importance of child development for activities and expectations.

_____ Demonstrated positive, assertive, communication skills as a provider in a role playing situation.

_____ Did an eight-hour observation of a licensed home and observed a meal. Had a sample nutritional menu and understood the Child Care Food Program.

_____ Had available a resource list for information, training, emergencies, and child-abuse reporting within the community.
reporting and training within the community.

_____ _____
Instructor Date

Napa County Superintendent of Schools
Regional Occupational Program

CERTIFICATE OF COMPLETION

*** ***

having satisfactorily completed the

*** ***

FAMILY DAY CARE

course is awarded this certificate of completion by
the BOARD OF EDUCATION OF NAPA COUNTY.

Dated: MARCH 21, 1990

President

Director *County Superintendent*

Field Placement

All class participants were required to spend time in a licensed setting as a training requirement. The first cycle required 12 hours a week in a family day care home. This was found to be too difficult for many participants who had other commitments. So the second and third cycles, the participation requirement was lowered to 12 hours total, at least 8 hours in a home or center and also including a 2 hour licensing orientation, time for fingerprinting, and T.B. and a home visit by the instructor.

This requirement was to insure that they were aware of the hour to hour work involved in doing family child care. It also put them in contact with one or more mentors out in the field. And some of these contacts resulted in the student working as a substitute for the provider and also being used as a referral by providers that were full.

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Field Placements

1. You are required to spend 8 hours total in a licensed family day care that has been pre-approved by the instructor. You must have the licensed provider sign your time card. If you chose to spend smaller blocks of time at one or more providers, at the end of each time, have the provider sign it.

2. Please call ahead to make an appointment. If you must bring a child, be sure and ask permission, telling the number and ages of children before setting up the appointment. If you don't have care, maybe you can trade with another student in the class.

3. You should plan to be at the home for at least 2 hours at a time. Start out by observing. After a while, the provider may ask for some help or you can offer to help with simple things like tying shoes, setting out snack etc.. Also check with the provider before doing anything.

4. Use your field placement to observe a meal or snack to do your field assignment.

American Canyon:
Kathy Johnson 1-552-7448 Licensed for 6
Calistoga:
Lois Hutchings 1-942-6791 Licensed for 12
Napa:
Patti Spinelli 255-4747 Licensed for 12 Toddlers and Preschool
Cheryl Murray 255-8631 Licensed for 12 Toddlers and Preschool
Dee Cuney 226-3706
Dawnette Nagy 226-2103 Licensed for 6- After March 12
Lynn Hill 255-8105 Licensed for 6
Susan Hennies 257-7274 Licensed for 6
Suisun
Mary Curtis 422-5315 Licensed for 12
Vallejo
Linda Herren 552-4878 Licensed for 12
Fairfield
Sandre Johnson 557-6772

Revolving Loan Fund

A revolving loan fund of $23,000 was established for of the Entrepreneurial Family Day Care Training Program participants at HAND (Housing Association for Napa Development). HAND is a local non-profit involved in many low interest loan programs for low income people. The criteria set up for participation in the program involved using the already established income guidelines for HAND programs, a standard HAND loan application, ROP class competencies, and income verification.

A two party check system was required so that the loan applicant needed to present a bid from each vendor (for example, an insurance bill, a fencing materials cost, and a toy catalogue order). The project instructor met with each applicant to review the paperwork before setting up an appointment with HAND.

Loans were for up to $2,000. The applicant had six months before the first payment was due, allowing time to get established in business. Payments were monthly at 3% interest over three years. For a maximum loan of $2,000, the payments were approximately $50 a month.

For there to be adequate monies in the revolving loan fund, this allowed for 4 to 5 loans a cycle. Although many more students expressed their intention to apply for a loan, in fact there were 2 loans in Cycle 1, 2 loans in Cycle 2 and 3 loans in Cycle 3. These seven loans averaged $1378.

This current training cycle for the Fall of 1990, we have expanded the eligibility beyond the class to include any new family day care provider who meets the requirements. Thus we hope to expand the number of applicants carefully to insure maximum utilization of the program. Enclosed is a copy of the inter-agency agreement to insure the continuance of program beyond the life of the grant.

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HOUSING ASSOCIATION FOR NAPA DEVELOPMENT
1303 JEFFERSON ST., NAPA, CALIFORNIA 94559 PHONE (707) 255-2033

1988 INCOME GUIDELINES

No. Persons in Family	HAND Loan* Annual Gross Income
1	$20,550
2	23,500
3	26,400
4	29,350
5	31,200
6	33,000
7	34,850
8	36,700

*Owner-Occupants must comply within the above HAND income guidelines.

**Owner-Investor tenants must comply within the above HAND income guidelines,

Family Day Care Training Loan Checklist

____1. Must be an adult resident of Napa County

____2. Must meet the Housing Association for Napa Development (HAND) guidelines enclosed. (A)

____3. Must fill out the Loan application form from HAND (B)

____4. Must attach verification of quarterly income (Payroll stubs, tax forms, food stamp forms etc)

5. Must complete the training competencies enclosed

_____ has completed the training competencies.

_____

Beth Chamberlain, Training Project Director

6. Must include a list of items, vendors and price verifications that the loan is for.

I have seen the enclosed list of loan request items for $_____ and they are all appropriate to the start-up of _____'s family day care business.

_____

Beth Chamberlain, Training Project Director

HAND ☐ LOAN APPLICATION FORM ☐ 312 | OWNER OCCUPANT | OWNER INVESTOR

ATE:

FULL NAME	AGE	WIFE'S NAME	AGE
S CIAL SECURITY NO.	BIRTHDATE	SOCIAL SECURITY NO.	BIRTHDATE
RESENT ADDRESS(STREET)	CITY	STATE AND ZIP	PHONE
OWN / RENT / LENGTH OF RESIDENCE	PREVIOUS ADDRESS		
NO. AND AGE OF DEPENDENTS	REHAB. PROPERTY ADDRESS		

EMPLOYMENT

JOB:	PRESENT OR LAST HELD	WIFE'S EMPLOYMENT
DATES HELD	FROM: TO:	FROM: TO:
COMPANY		
ADDRESS		
POSITION		
MONTHLY GROSS PAY		
IF EMPLOYED IN CURRENT POSITION LESS THAN 2 YEARS, COMPLETE THE FOLLOWING:		
DATES HELD	FROM: TO:	FROM: TO:
COMPANY		
ADDRESS		
POSITION		
MONTHLY GROSS PAY		

SOURCE(S) OF OTHER INCOME	AMOUNT	
1.	$	/MO.
2.	$	/MO.
3.	$	/MO.
	TOTAL: $	

TOTAL MONTHLY INCOME(including employment) $

ASSETS-LIABILITIES

ASSETS		AMOUNT	LIABILITIES	MO. PYMT.	BALANCE
NK	SAVINGS#	$	AUTO	$	$
	CHECKING #	$	NOTES PAYABLE(describe)	$	$
ADDRESS			INSTALLMENT ACCOUNTS 1. #	$	$
BANK	SAVINGS #	$			
	CHECKING #	$	2. #	$	$
ADDRESS			3. #	$	$
STOCKS ANDS BONDS		$			
LIFE INS.(cash value)		$	CHILD SUPPORT/ALIMONY	$	$
MKT VALUE OF OTHER REAL ESTATE		$	UNPAID REAL ESTATE OR INCOME TAXES	$	$
HOUSEHOLD FURNISHINGS AND PERSONAL EFFECTS		$	OTHER		

LEGAL

		yes	no
1. HAVE YOU EVER TAKEN BANKRUPTCY?	1.		
2. ANY OUTSTANDING JUDGEMENTS?	2.		
3. CO-MAKER OR ENDORSER ON ANY NOTES?	3.		
4. DEFENDANT/PARTICIPANT IN A LAW SUIT?	4.		
5. HAVE YOU EVER HAD A HOME LOAN THAT RESULTED IN FORECLOSURE?	5.		

IF YES, PROPERTY ADDRESS

LENDER:

I hereby certify that the information contained in this application is true to the best of my owledge and belief and consent to verification g obtained from any source named herein.

Signature _____

Signature _____

Date _____

Interagency Agreement for Continuation of the Entrepreneurial Child Care Training Project's Revolving Loan Fund

Housing Association for Napa Development will continue issue two party checks to qualified applicants, administer the loan fund, and the collection procedure for a fee of 15% of the loan amount up to a maximum of $100 per loan. A credentialed person such as the R.O.P. instructor will continue to be available available to students and others interested in applying for the loan.For $50 per applicant from the Loan Fund interest, the instructor will do a home visit, review the applicants eligibility, and attend the loan meeting.

Employment Training Office will continue to support the recruitment and training efforts by insuring that training flyers are mailed with the AFDC checks, that all the case managers are aware of this program as an option for certain clients and that ETO clients are supported in their participation in this program.

Community Resources for Children will continue to support this program by announcing the training and loan opportunities at all family day care orientation meetings and through all CCIP recruitment and training efforts.

Napa County Schools Regional Occupation Program will continue to support this program be providing classes at regular intervals for the competencies required for the loan. The ROP instructor will continue to be available to students and others interested in applying for the loan.

This agreement will be reviewed in six months by the agencies involved. Criteria for loans and development of applicant priorities will be reviewed and adjusted using a HAND fiscal report so as to assure full utilization.

Housing Association for Napa Development	8/15/90 Date
Napa County Employment Training Office	8/21/90 Date
Community Resources for Children	8/17/90 Date
Napa County Schools Regional Occupation Program	8/17/90 Date

Family Day Care Class
ROP/Chamberlain-Gerber
Competency Checklist

Name_____

__1. Self Assessment (First Class)
__2. Attend Family Day Care Licensing Orientation at CRC (Feb 9)
__ 3. Complete Licensing Application (or T.B. and Fingerprinting if center based)
__ 4. Do Home Safety Check(yellow sheets in Health and Safety Section of your book)
__ 5. Do layout of your home so you can organize space, materials, activities and emergency exits.
__ 6. Prepare flyer and script for parents (or resume if center based) and card for CRC listing
__ 7. Demonstrate use of Positive Discipline in theoretical situation (assignment)
__ 8. Prepare contract and recordkeeping system (or know necessary rules and procedures if center based)
__ 10. Demonstrate knowledge of importance of child development for activities and expectations. Demonstrate knowlege of good nutritional practices (assignment)
__ 11. Demonstrate positive assertive communication in parent provider pre-enrollment conversation (Sample call or role play)
__ 12. Know and be able to use community resources for emergencies, for information, training and support.(Attached)

Advisory Committee

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ROP Family Day Care Home Training Class
Instructor Beth Chamberlain

Advisory Committee Report
Spring 1989

For my first consultation with my advisory group, I chose to visit each of them individually rather than have a meeting. This was because they are also placement sites for the practicum and I wanted to do an observation before assigning students. Also it is a convenience to the providers. Before the next cycle however, I do plan an evening meeting so that they can share with each other as well as with me. At that point they will have had student placements and so hopefully be more vested in the program. Every provider was shown the course outline and text. They were all asked what they thought was crucial to know when they were just starting out. They each gave me a copy of their contract, and we discussed budgets and fees.

Date of Visit	Name	Address	Phone	Professional Qualifications
3/20/89	Cheryl Murray	1311 W. Thomas Dr.	255-8631	Licensed FDCH

Comments
Cheryl runs a large family day care home with her mother. She felt that the most important things for new providers to know were how to organize a contract and to have a well organized play area that allows part of the home to remain for the family.

Date of Visit	Name	Address	Phone	Professional Qualifications
3/21/89	Lynn Hill	1325 Grandview	255-8105	Licensed FDCh Montessori Training

Comments
Lynn runs a small family day care home. She felt that organizing the space so the children could be independent was very important. She showed me how she organizes snacks, drinking cups and towels that are color coded etc.. Also the balance between her toddler's needs and the other older children was a challenge. She had worked out a trade with one mother for a couple days a week so that she could do preschool activities without her toddlers interruptions. She also felt that getting payment in advance from parents for the first couple months helped avoid financial problems.

Date of Visit	Name	Address	Phone	Professional Qualifications
3/22/89	Dee Cuney	3938 Alexander	226-3706	FDCH Masters

Dee runs a large family day care home and has been active in the field for many years. She is currently on the Governor's Advisory Committee for Child Development. She felt that it was crucial to have the support of other providers when starting up. She also suggested some supplemental curriculum materials such as the NAEYC publication on Family Day Care.

Date of	Name	Address	Phone	Professional

OFFICE OF THE SUPERINTENDENT
NAPA COUNTY SCHOOLS
Ed Henderson

REGIONAL OCCUPATIONAL PROGRAMS

ROP FAMILY DAY CARE ADVISORY COMMITTEE MEETING MINUTES
November 6, 1989

PRESENT:

Patti Spinelli	Cheryl Murray	Linda Reed
Dawnette Nagy	Michelle Savage	Jan Forthun
Marsha Emery	Beth Chamberlain	Joanna Lyons

INTRODUCTIONS:

After self-introductions, Beth explained the importance of an advisory committee for her ROP Family Day Care class. Beth relies on family day care providers to validate the need for continuing a training program for persons wishing to start a day care business in their own homes. Also, Beth needs input on ideas to include in the curriculum, as well as field placement sites so her students can visit current providers and get ideas on how to operate a successful venture.

Beth would like to use the Wine Valley Child Care Association for that purpose at least twice each year. Beth reported that her second class is almost over, with twelve adult students ready to complete. From her first class, two students are currently operating licensed day care in their homes, and Dawnette is joining the Wine Valley Child Care network.

Beth explained that in her next class, she will become stricter in requiring field placement assignments, as the experience of spending time with successful day care providers is vital to a quality training experience for potential new providers. The ROP Family Day Care class qualifies for Napa Valley College credit, if the student enrolls in another Early Childhood Education course at the college.

From her observation, it seems that there is more family day care for pre-school aged children. Infant care and after-school care remains scarce, primarily because the regulations are quite strict and the profit margin is very low for licensed in-home providers.

UPDATE ON REGULATIONS: The communication of new regulations from the licensing agencies is poor, yet providers are expected to adhere to them. Beth reviewed new regulations concerning fire extinguishers, an education/training component for licensing, and the "age ten" requirement for counting your own children among the six children maximum for a single person business. Assemblywoman Bev Hansen is visiting Napa ROP on November 28th at 10:30 a.m. The advisory committee will advise Joanna if they feel ready to host a meeting with her on that date.

ABC BILL: This bill would give an additional tax credit to low income parents for child care of their choice and subsidize some training for providers if signed by President Bush. Beth will report to the group on the status of this legislation in the Spring.

JL:hm
11/8/89

Dissemination

The grant's goal was to present the material to at least 6 conferences, 2 of which were national in scope. This objective has being met.

Conference	Location	Dates
National Conferences		
Cooperative Demonstration Program	Washington D.C.	February 27-Mar1 1989
Youth Programs for the Year 2000	Miami Florida	October 24-26 1989
National Association for the Education of Young Children Conference	Washington D.C.	November 15, 1990
State Conferences		
State Local Government Child Care Coordinators Meeting	Laguna Beach, Ca	October 11,12,13, 1989
Adult Education-Building for the Future	Burlingame, Ca.	January 25-26 1990
State GAIN Conference	Costa Mesa, Ca	February 15-16, 1990
Competency Based Education	San Francisco, Ca	March 17, 1990
Quarterly California Service Delivery Area Directors Meeting	Sacramento,Ca	April 13, 1990
County Supervisors Association of California Conference	Anaheim, Ca	*Future date November 27,1990

Mailings

Copies of this report are being mailed to:

California Department of Education VOICE
California Child Care Network Resource Bank
809 Lincoln Way San Francisco, Ca.
National Association for the Education of Young Children Information Service
1834 Connecticut Ave N.W. Washington D.C.
ERIC Clearinghouse for Adult Career and Vocational Education

Evaluation

The evaluation of the project was in two parts. First, students were given evaluations to fill out during the last class. In addition, the students were contacted during the follow-up period for a status report on their progress. Often during this time, loans were completed and references given. Finally someone from an outside agency contacted the students for a 3 month and a 6 month follow-up.

The class evaluation was generally very positive with the major concern being that the class needed to be longer. The 3 month follow-up was also generally positive, although it and the 6 month follow-up tended to follow up largely on successful participants as they were available by phone during the hours available for phone contact, because they were home doing family day care. When phone contact was not possible, a mailing was tried although this had limited response. It was very encouraging that all those in business at the 6 month interval were full.

Beyond the student evaluation, the ultimate criteria of success is probably whether the community continues the program after the grant period. In this, the project was a success as the project is continuing this full with a larger enrollment than ever. The housing, personal and family barriers are discussed from the first class in a clear and repetitive manner so that students benefits from the experience of the grant. With the multi--agency support that the project continues to receive, it is a program that will be continue to be an important training option and community service.

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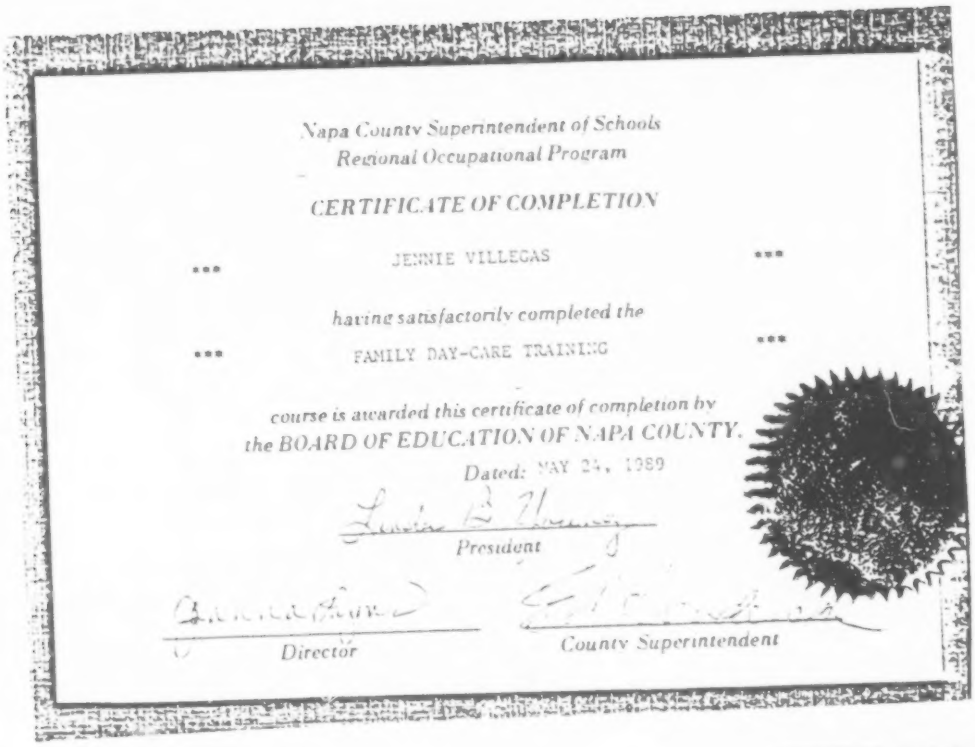
Student Evalution of Program
Cycle 1 ROP Family Day Care Training Class

1. Class met my needs and expectations overall. Poor O.K. Good
2. Assignments were interesting and useful. Need more O.K. Need less
3. Information was presented in a clear and organized way. Need more O.K. Need less
4. Book and other handouts were useful. Need more O.K. Need less
5. Guest Speakers were helpful. Need more O.K. Need less
6. Role plays gave me practice I needed. Need more O.K. Need less
7. Projects (cooking, sound jars etc) were important. Need more O.K. Need less
8. Class discussion helped my understanding. Need more O.K. Need less
9. Amount of class work expected was about right. Need more O.K. Need less
10. Amount of placement work was about right. Need more O.K. Need less
11. Amount of class time was about right. Need more O.K. Need less
12. Site visits with instructor were useful Need more O.K. Need less
13. Information before class began was clear. Need more O.K. Need less
14. First class with orientation information and self assessment was:
    Good Not enough information Too much info. Information not useful
15. Second class on licensing applications and regulations was:
    Good Not enough information Information too much a repeat of orientation
16. Third class with review of regulations, site planning and materials list was: Good Not enough information Not useful information
17. Fourth Class on positive discipline and ages and stages was:
    Good Not enough information Too much information Not useful
18. Fifth Class on the business of day care with Patti Peters was:
    Good Not enough information Too much information Not useful
19. Sixth Class on working with parents and parent contracts was:
    Good Not enough information Too much information Not useful
20. Seventh Class on Nutrition, Safety and Parent enrollment
    Good Not enough information Too much information Not useful
21. Eighth Class on Resources in Community and Graduation
    Good Not enough information Too much information Not useful
22. Next time class should have:_____
23. Next time, leave out_____



Napa County Superintendent of Schools
Regional Occupational Program

CERTIFICATE OF COMPLETION

*** JENNIE VILLEGAS ***

having satisfactorily completed the

*** FAMILY DAY-CARE TRAINING ***

course is awarded this certificate of completion by
the BOARD OF EDUCATION OF NAPA COUNTY.

Dated: MAY 24, 1989

President

Director

County Superintendent

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NAPA COUNTY

HUMAN SERVICES DELIVERY SYSTEM
EMPLOYMENT TRAINING OFFICE

2447 OLD SONOMA ROAD • NAPA, CALIFORNIA 94558-6006
AREA CODE 707/253-4291

March 20, 1990

Sharlon Gooch
1167 Kansas Street
Napa, California 94558

Dear Former Family Day Care Class Participant,

Please fill out the attached survey regarding the Family Day Care class that you previously attended and return to us immediately in the self-addressed stamped envelope.

We are very interested in knowing what you thought of the class and in knowing your suggestions so that we may better assist you and other participants in the future.

Thank you very much.

Sincerely,

Beth Chamberlain/abl

Beth Chamberlain

Encl

Napa County Entreprenurial Child Care Training Grant
Cooperative Demonstration Program V199A90176
Office of Vocational and Adult Education
United States Department of Education

Final Report

This family day care home training grant operated from January 1989 to June of 1990. The goal of the program was to train successful licensed family day care providers. That goal was accomplished, and equally important, continues to be accomplished through an on-going training program.

The objectives of the program as set forward in the grant are as follows:

1.To recruit a minimum of 35 potential family day care providers
2.To provide aminmum of 30 participants the training package
3. To assist a minimum of 22 participants who complete the training to actually secure a day care licence.

Enrolled in class :	Cycle 1	Cycle 2	Cycle 3	Total
	10	15	18	43

Number of students completing training cycle:

Cycle 1	Cycle 2	Cycle 3	Total
7	12	16	35

Number of students serving children in their business:

Cycle 1	Cycle 2	Cycle 3	Total
2	3	4	11

2 in center programs

The recruitment campaign was successful, recruiting at 120% of the goal in numbers. The training program was successful, retaining 82% of the students enrolled to completion. However the percentage of trainees actually operating family day care homes was at 31% instead of the hoped for 62%. This disappointing results does not seem to stem from the recruitment or training efforts. In the anonymous evalutions upon completion of the course, 23 out of 25 answering rated the course "Good" on meeting needs and expectations overall. The other 2 rated the class "O.K." No students rated the class "Poor." In the phone follow-ups to a third party caller, all of the successful trainees reported being "very satisfied" with the training. All but two of the trainees who did not enter the field also reported satisfaction. The other two wanted longer programs. The trainees who did not become

day care operators cited the following reasons for decision. 48% Housing difficulties, (Housing preparation incomplete, or looking to relocate), 21% Family Difficulties, (Pregnancy, Family members uncooperative)21% and the rest involving health, and other barriers.

This seems to be an occupation that calls for commitment beyond most. Not only does it involve the individual, but also the family and the housing situation. Thus not only employment, but family and housing conditions must also be right, in order for some one to enter this occupation. Community Resources for Children estimates that only 20% of the people who attend the licensing orientation session actually get licensed and start operating family day care homes. In addition to involving family and housing issues, the lack of benefits and security are barriers.

Nevertheless, this occupation can be ideal for some people, Particularly healthy hardworking women with one or two children who put high priority on being home, yet want or need some income. If their housing space is adequate and well maintained, and their family life stable and supportive, they can be very successful.

While the number of people entering this occupation from their training was disappointing, there are several mitigating factors. First, the training was a positive experience for most of the participants. It was helpful with their parenting skills, and gave many impetus for further training. Second, it help people make an informed career decision, so that they didn't start a family day care business and stop after a few months. This is a big problem in the field, and a considerable hardship not only on the person, but on the children and families enrolled. And third, the capital costs in creating a new child care space locally is over $2,000 per space. With these grant approximately 44 child care spaces were created with $62,000 at a cost of less than $1500 per space.

Increasing family day care and recruitment is an employment opportunity for low income trainees. It is also a partial answer to the community child care shortage. Napa County is pleased that the program will continue after the grant supported by the local resource and referral Community Resources for Children's recruiting efforts, Napa County Schools Regional Occupation Program child care training class, and Housing Association for Napa Development's revolving loan fund.